

# UNITED STATES DISTRICT COURT FOR THE DISTRICT OF MARYLAND

## FILING GUIDELINES

The following guidelines are provided by the Clerk's Office to assist parties in properly filing documents with this Court. Please use these guidelines in conjunction with the Federal Rules of Civil Procedure and the Local Rules of this Court.

**LOCAL RULES REQUIRE ALL DOCUMENTS TO BE TWO-HOLE  
PUNCHED AT THE TOP OF THE DOCUMENT.**

### NEW CIVIL COMPLAINTS:

- C Filing Fee: \$150.00 (check or money order payable to "Clerk, U.S. District Court" or by major credit card)
  - C Civil Cover Sheet (original and two copies, plus one copy for each defendant)\*
  - C Complaint (original and two copies, plus one copy for each defendant)\*
  - C Summons (two copies for each defendant - must be prepared in advance)\*
- \* If the United States, an agency of the United States, or an employee or official of the United States who is being sued for acts or omissions relating to his/her employment is a defendant, four additional copies are required.
- \* If the suit involves a copyright, patent, or trademark, please provide an extra copy of the complaint.

### REMOVALS:

- C Filing Fee: \$150.00 (check or money order payable to "Clerk, U.S. District Court" or by major credit card)
- C Civil Cover Sheet (original and two copies)
- C Notice of Removal (original and two copies)
- C Notice of Filing Notice of Removal (original and two copies)
- C Copy of complaint filed in other court (original and two copies)
- C Copy of summons issued out of other court (original and two copies)

### OTHER DOCUMENTS:

- C Discovery motions (original and two copies)
- C All other documents, including motions, responses, memoranda, etc. (original and one copy)

**IF YOU WOULD LIKE A DATE-STAMPED COPY OF ANY DOCUMENT  
YOU MUST PROVIDE AN ADDITIONAL COPY.**

**IF YOU WOULD LIKE YOUR COPY RETURNED BY MAIL, YOU MUST PROVIDE A  
PRE-ADDRESSED, POSTAGE PAID ENVELOPE.**